

Bulletin Number	14317BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	HEAD, FORENSIC PHOTOGRAPHIC AND SUPPORT SERVICES
Exam Number	R7089A
Filing Type	Standard
Filing Start Date	01/10/2013
Filing End Date	01/31/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4167.45
Salary Maximum	5465.91
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Has immediate charge of the Photography, x-ray, and Autopsy Services Sections of the Department of Coroner. The one position allocable to this class receives technical and administrative supervision from a Supervising Coroner Investigator II and is responsible for providing technical and administrative supervision to a staff engaged in forensic photographic, embalming, and autopsy support activities. This position requires the incumbent to be thoroughly familiar with autopsy, x-ray, and photographic procedures, including photo development and the use of automated tools.
Essential Job Functions	<ul style="list-style-type: none"> • Plans, assigns, reviews, and evaluates the work of the sections supervised. • Trains staff in the proper use of photographic, embalming, and autopsy equipment. • Supervises and participates in the taking of fluoroscopies and dental and body x-rays for the purpose of identifying remains of deceased persons where no other method of identification is feasible, and of locating foreign objects lodged in the body or traumas leading to the possible cause of death. • Supervises and participates in the reconstruction of skeletal fragments of dental bite-wings, jaws, skulls, and other portions of the body as part of the identification process. • Supervises photographic personnel engaged in the processing and printing of color film, the enlarging, reducing, mounting, and labeling of prints, and the operation of an x-ray processor. Takes photographs of the remains of deceased persons in the field and in the morgue.

- Ensures that all physical evidence found on the remains of bodies in the field and in the morgue is properly collected and preserved for later forensic investigation.
- Has responsibility for the maintenance, documentation, and evidence control file containing all photographs and physical evidence for use by investigative agencies and the courts.
- Supervises personnel engaged in embalming decedents.
- Supervises autopsy technicians engaged in providing assistance to professional autopsy personnel.
- Prepares the annual budget requests for the sections supervised.
- Supervises the requisition and maintenance of equipment and supplies.

Requirements

MINIMUM REQUIREMENTS:

OPTION I: Two (2) years' experience AS A Supervising Forensic Technician* for Los Angeles County.

OPTION II: Three (3) years' medical photography experience including assisting in the performance of autopsies, one year of the required experience must have been supervising staff engaged in forensic, photography, embalming, and autopsies support activities including one year's experience assisting in the performance of autopsies.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special
Requirement
Information

*Supervising Forensic Technician is defined as under direction, supervising Forensic Technicians in the preparation of bodies for autopsies and in assisting pathologists during autopsies.

To qualify, applicants must have status as evidenced by holding such payroll title.

Examination
Content

This examination will consist of an INTERVIEW weighted 100% covering:

- Job Knowledge and Preparation
- General Work Related Personality Characteristics such as: Flexibility, Resilience, Continual Learning, Integrity/Honest, and Stress Tolerance
- Leading and Managing People
- Focusing on Outcomes
- Oral Communication and Relationship Building
- Supervision and Management Ability

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

ALL NOTIFICATIONS WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

Vacancy
Information

The resulting eligible list for this examination will be used to fill vacancies only in the Department of Coroner.

Eligibility
Information

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

Application and
Filing Information

Applicants are required to submit a standard Los Angeles County Employment Application ONLINE only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the MINIMUM REQUIREMENTS . Please fill out the application completely and correctly. For each job held give the name and address of your employer, your job title,

beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

ALL APPLICANTS MUST COMPLETE AND SUBMIT THEIR APPLICATIONS ONLINE (via electronic submission) on JANUARY 31, 2013 by 5:00 PM (PST). APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.

TO APPLY ONLINE, CLICK THE LINK THAT READS " APPLY TO JOB " ONLINE SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION ONLINE.

APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e. official transcripts, diploma, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs (if any) can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department
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ADA Coordinator
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213-351-2951

Teletype Phone

800-899-4099

California Relay
Services Phone

800-735-2922

Alternate TTY
Phone

800-897-0077

Job Field	General Government Services/Other
Job Type	All Others